



THE EXECUTIVE STUDENT GUILD AT THE UNIVERSITY OF TRINIDAD AND TOBAGO

UTT Tamana Campus

Tamana Intech Park, Churchill Roosevelt Highway, WALLERFIELD 301776

Telephone: (868) 642-8888/223-4888

NOTICE OF BY-ELECTIONS **CHAPTER GUILD OFFICER – 2023** **AT THE UNIVERSITY OF TRINIDAD AND TOBAGO**

NOTICE IS HEREBY GIVEN that **BY-ELECTIONS** for the following **Chapter Guilds** at The University of Trinidad and Tobago will be held on **Friday the 30th day of June, 2023, between the hours of 6:00am to 6:00pm:**

- (1) The Academy for The Performing Arts (APA)
- (2) Eastern Caribbean Institute of Agriculture and Forestry (ECIAF)
- (3) John S. Donaldson Port-of-Spain (John-D)
- (4) Point Lisas
- (5) San Fernando; and
- (6) Tobago

TAKE FURTHER NOTICE THAT:

- (1) Nomination Forms** are available at: [Please see link below: By-Elections](#)
- (2) Nomination Forms must be submitted by 4:00pm, Friday 23rd June, 2023.**
- (3) Campaigning period:** Must end by Wednesday 28th June, 2023.
- (4) Election Day:** Friday 30th June, 2023, from 6:00am to 6:00pm.
- (5) Publication** of the Election Results will be Wednesday 5th July, 2023.

Dated this 16th day of June, 2023

Dorwin Manzano
RETURNING OFFICER
CHAPTER GUILD ELECTIONS 2023



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IMPORTANT NOTIFICATION:

The following information constitutes an integral component of the Nomination process and is to be read and interpreted accordingly. Candidates are therefore specifically notified of the preceding information which has been provided and published for guidance and clarification of the process.

Dated this 16th day of June, 2023.

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VACANCIES:

(1)The Academy for the Performing Arts (APA)

- a. Treasurer

(2)Eastern Caribbean Institute of Agriculture and Forestry (ECIAF)

- a. President
 - b. Dormitory Representative – Female
 - c. Dormitory Representative – Male
- ***Must be residing on the Dormitory.**

(3)John S. Donaldson Port-of-Spain (John-D) AND Tobago

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Public Relations Officer (PRO)

(4)Point Lisas

- a. Assistant Treasurer

(5)San Fernando

- a. President
- b. Vice President
- c. Secretary
- d. Assistant Secretary
- e. Treasurer
- f. Assistant Treasurer
- g. Kinesiology Representative



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CRITERIA FOR NOMINATION

Nominations for Chapter Guild:

Active Members wishing to stand for elections for any **Chapter Officer** position must submit the following to the Returning Officer, within the period specified in the Notice of Election:

- 1) A completed official nomination form issued by the Returning Officer detailing:
 - a. Names and information of at least two (2) Active Members references of character.
 - b. Student ID number.
 - c. Current GPA or Cumulative GPA.
 - d. The Chapter Guild Officer position to which desire to be a candidate
- 2) Constituency based limitations include:
 - a. Chapter Guild Officers: Only Members that are enrolled within the relative UTT Campus represented by that Chapter Guild Officer can stand for election or vote for the Chapter Guild Officer position.
 - b. Hall Chairperson: Only Members that are residence at UTT Halls of Residence to be represented by the Hall Chairperson can stand for election or vote for the position.
 - c. Class Representatives: Only Members that are enrolled within that discipline and respective year represented by the Class Representative can stand for election or vote for the position.
- 3) Only Active Members enrolled in a programme that exceeds one (1) full Academic Year may stand for election for any UTTSG Officer position except where applicable, an Elected Representative position.



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- 4) Active Members who have already completed three (3) consecutive or non-consecutive terms of office as an UTTSG Elected Officer are not normally eligible to stand for election for any UTTSG position. Eligibility would then be determined by the Returning Officer.
- 5) It is an election candidate's responsibility to ensure their eligibility to stand, including ensuring their course enrolment record is up to date, before submitting their nomination.
- 6) An Active Member that has been found guilty of misconduct by UTT or UTTSG cannot be eligible to be a candidate. This includes a Member who is has been previously convicted of a criminal offence and sentenced to imprisonment or is currently under sentence or has not been given a spent conviction or is standing trial for a criminal activity under the law.
- 7) An Active Member that has been undischarged bankrupt or has entered into a scheme of arrangement with creditors cannot be eligible to be a candidate.
- 8) An Active Member that has been certified as mentally unfit cannot be eligible to be a candidate.
- 9) Any former Elected Officer of the UTTSG who has had their position declared vacant due to excessive absence without apology, resignation or removal may not contest an Election for at least one (1) year after that vacancy was declared.



The Roles, Duties and Responsibilities of Chapter Guild Officers.

The Officers of the Chapter Guild shall perform any such duties that are necessary to effectively and efficiently execute the roles and responsibilities outlined as follows:

1) Chapter Presidents shall:

- a. Plan for the effective functioning of their Chapter Guild.
- b. Chair meetings of their Chapter Guild and Membership population.
- c. Attend and perform applicable duties on all other Standing Committees of the UTTSG and the UTT wherever appointed.
- d. Act as an official signatory for and on behalf of their Chapter Guild.
- e. Present all reports and findings to the ESG President where applicable.
- f. Approve and present financial records of their Chapter Guild to the Student Guild Finance Committee monthly.

2) Chapter Vice President shall:

- a. Assist their Chapter President in the execution of roles and responsibilities herein described.
- b. Perform all roles and responsibilities of their Chapter President in the absence of their Chapter President or upon instruction.
- c. Act as an official co-signatory for and on behalf of their Chapter Guild.
- d. Act as a liaison between clubs or similar bodies of their Membership population and the Clubs Standing Committee and provide Committee reports to their Chapter President.
- e. Attend and perform applicable duties on all other Standing Committees of the UTTSG and the University wherever appointed.
- f. Provide other reports where deemed necessary by their Chapter President prepared by other Chapter Guild Officers of their Chapter, sitting on Standing Committees of the UTTSG, except where otherwise directed.



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3) Chapter Guild Treasurer shall:

- a. Keep accurate and detailed records of all financial accounts and assets of their Chapter Guild.
- b. Prepare quarterly reports on all their Chapter Guild accounts and assets, and present such reports to the Student Guild Finance Committee or similar office as directed by the ESG.
- c. Prepare annual financial reports of account statements of their Chapter Guild accounts, and their Chapter Guild assets to the to the Student Guild Finance Committee or similar office as directed by the ESG.
- d. Act as an official signatory and co-signatory for and on behalf of their Chapter.
- e. Attend and perform applicable duties on any Standing Committees of the UTTSG and the UTT wherever appointed.
- f. Prepare and keep records of all official documents and correspondence of financial transactions of their Chapter Guild, that are in keeping of best accounting practices
- g. Perform where necessary all other roles and responsibilities that may allow for the effective stewardship of funds and assets allocated to their Chapter Guild and various committees, clubs and or societies of their Membership population.

4) Chapter Guild Secretary shall:

- a. Attend where possible and record accurate minutes of all their Chapter Guild meetings to which invited. Delegation of duties to fulfil this role must be made by the Chapter Guild Secretary if absent.
- b. Provide timely copies of minutes to be officiated by meeting Chair, prior to commencement of next scheduled meeting.
- c. Prepare and keep records of all official documents and correspondence of their Chapter Guild, except where otherwise directed.
- d. Be informed of meetings of their Chapter Guild and UTTSG General Council and give notice of such meetings to their Chapter Guild and any



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other invitees of their Membership population. Notices includes important events, dates, deadlines and usual occurrences associated with their Chapter Guild.

- e. Attend and perform applicable duties on any other Standing Committees of the UTTSG and the UTT wherever appointed.
- f. Perform all other roles and responsibilities that are deemed appropriate for the effective functioning of clerical duties of their Chapter Guild.
- g. Prepare and present all necessary reports as it relates to queries and grievances of their Membership, Chapter Guild and any other necessary reports to their Chapter Vice President.

5) Chapter Public Relations Officer shall:

- a. Be the official liaison between their Chapter Guild and their Membership.
- b. Promote all activities of their Membership, the University and other University clubs, societies and groups to the Membership and general Public as directed by their Chapter Guild and the ESG.
- c. Manage all communication portals of their Chapter Guild, keeping all communication in accordance to UTTSG and UTT policies.
- d. Promote to the Membership activities and concerns of the public as directed by the ESG.
- e. Act as the civil outreach and engagement officer of their Chapter Guild and fulfil such duties as required.
- f. Provide event reports on all Chapter Guild hosted events, and any other reports as deemed necessary to their Chapter Vice President.

6) Chapter Guild Assistant Treasurer shall:



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- a. Assist their Chapter Treasurer in the execution of all roles and responsibilities herein described
- b. Perform all roles and responsibilities of their Chapter Treasurer in the Absence of their Chapter Treasurer or upon instruction.
- c. Provide clerical assistance to their Chapter Treasurer.

7) **Chapter Guild Assistant Secretary** shall:

- a. Assist their Chapter Secretary in the execution of all roles and responsibilities herein described.
- b. Perform all roles and responsibilities of their Chapter Secretary in the Absence of their Chapter Secretary or upon instruction from their Chapter Secretary
- c. Provide clerical assistance to their Chapter Secretary.

8) **Chapter Guild Hall Chairperson** shall:

- a. Be a resident on the Hall to which they represent.
- b. Plan for the effective representation of their UTT Halls of Residence Membership.
- c. Chair, alongside with their UTT Residence Assistants or similar office, meetings of their UTT Halls of Residence Membership and provide meeting reports to their Chapter Vice President.
- d. Act as official liaison between their Chapter Guild and their UTT Halls of Residence Membership.
- e. Prepare and present all necessary reports as it relates to queries and grievances of the UTT Halls of Residence Membership and any other necessary reports to the Chapter Vice President.



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9) Chapter Guild Elected Representative shall:

- a. Plan for the effective representation of the specific group of their UTT Membership to which duly elected.
- b. Chair meetings of the specific group of their UTT Membership to which duly elected and provide meeting reports to their Chapter Vice President.
- c. Act as official liaison between their Chapter Guild and their UTT Membership to which duly elected.
- d. Prepare and present all necessary reports as it relates to queries and grievances of their UTT membership to which duly elected and any other necessary reports to their Chapter Vice President

Dated this 16th day of June, 2023.

**Dorwin Manzano
RETURNING OFFICER
CHAPTER GUILD ELECTIONS 2023**